

**Joint Meeting of the Water & Sewer Commission
And the Electric Utility Commission
Meeting Minutes, September 12, 2016**

- I. **Roll Call:** Commissioners Steve Fitzhugh, Chris Bradley (absent), Ken Goslant, Dennis Donahue, Nate Freeman. Others present: Town Manager Jeff Schulz; Utility Superintendent Pat Demasi.

Steve Fitzhugh called the meeting to order at 6:30 PM.

- II. Approval of Minutes of 8-8-16.

Motion by Dennis Donahue, second by Ken Goslant, to approve the minutes of 8-6-16. **Motion passed 4-0.**

Jeff Schulz asked that the Commission change the meeting agenda to discuss a sewer issue regarding a property on Winter Street owed by Mrs. Beebe. The Commission agreed to alter the agenda. Ms. Beebe stated that in August, the municipal sewer system on Winter Street backed up into her house and damaged the basement. Mrs. Beebe stated that it is her understanding that the sewer in this area had backed up several years ago, and that she does not want it to happen again to her property or others. She added that backup occurred in July and that she is still waiting for the repairs to be completed and for payment by the Town. Patrick Demasi noted that the cause of the backup was baby wipes and other material in the sewer line, and that the Sewer Department will monitor the system in the future. Jeff Schulz stated that the Town submitted a claim to VLCT in July, and there are funds available to pay the claim. The Commission discussed the need for system monitoring and recommended that a back flow preventer be installed.

III. **Meeting of the Electric Utility Commission**

Electric Budgets

Schulz noted that the budget year is complete and a detailed final budget report will be presented at a future meeting. There still needs to be some minor changes to the budget report due to year-end adjustments.

Other Items

Next, Steve Fitzhugh updated the Commission regarding the potential relocation of the electric transmission line that runs along Water Street and is the floodplain Water. The line is within a berm that his slated for removal as part of the flood planning effort. Steve is working on quotes for the line relocation project.

Next, Steve updated the Commission on two other projects. First, is the potential upgrade of the transmission line to the Chenny Farm to accommodate a potential solar project on the property. Next, Steve is working on the design phase to replace an

electric transmission line along Turkey Hill that is set back in the woods and is experiencing outages. The line is approximately 5,000 feet.

Motion by Dennis Donahue, second by Nate Freeman, to adjourn the Electric Commission meeting. **Motion passed 3-0.**

IV. Meeting of the Water/Sewer Commission

Water and Sewer Budgets

Schulz noted that the budget year is complete and a detailed year final budget report will be presented at a future meeting. There still needs to be some minor changes to the budget report due to year-end adjustments.

Water Asset System Management Project – Brian Baker, Dufresne Group

Jeff Schulz stated that Northfield has obtained a grant from the State of Vermont for a consultant to develop an asset management plan for Northfield's water system. The plan will provide the community with an asset management plan, and in the future, the State of Vermont will require these plans prior to future system upgrades or system improvements. Brian Baker of the Dufresne Group is assisting the Town with the project.

Brian Baker stated that the services under this grant will consist of meetings with Town Staff and local officials to discuss projects goals and expectations. Specifically, the effort will include: assisting the Town with determining external and internal goals; creating an asset inventory and assessing conditions of assets; mapping assets; analyzing asset life cycle cost; conducting a risk assessment to identify priority assets; developing risk and life cycle cost reduction measures; and creating fund strategies.

Motion by Ken Goslant, second by Steve Fitzhugh, to adjourn the Water and Sewer Commission. **Motion passed 2-0-0.**

Respectfully Submitted,

Jeff Schulz, Acting Clerk

Adjournment